

PRO-telligent is currently seeking a Regional Global Employment Advisor to support the Family Liaison Office of the U.S. State Department. This position is based in Jordan (Middle East). The Regional Global Employment Advisor (GEA) is responsible for providing a variety of client services to assist spouses and family members of direct-hire U.S. government employees serving overseas. Services will be delivered virtually and in person through individual counseling, training and presentations, publications, networking with businesses, and access to a GEA developed regional and local network database/contact file.

The Regional GEA reports to the Global Employment Initiative (GEI) Program Officer in FLO, based in Washington DC. The work weeks will normally be 20 hours; the individual work schedule will be determined by FLO. Weekend work, shift work, scheduled overtime may be required. Duties include:

1. Continuously develop, build and maintain a regional network of contacts with senior level management in private corporations, non-government organizations, American Chamber of Commerce, local and regional recruiters, and officials from the diplomatic community including the Economic and Public Affairs officers that can be used to make personal introductions to clients, keeping in mind the cultural norms of the host countries.
2. Create and maintain the following permanent databases as a job aid – (a) potential employers and positions on the local economy; (b) contacts and list services related to employment; (c) volunteer opportunities throughout the expatriate community, NGOs, and mission.
3. Provide individual client counseling personally and/or through electronic communication in order to assist in the job search process. Be aware of and sensitive to the employment issues facing Foreign Service family members in a mobile lifestyle. Provide feedback and advice on ways to improve their marketability through delivery of workshops, seminars or webinars addressing issues such as resume writing, job goal definition, networking and interviewing skills, and drafting acceptable cover letters. Jointly develop a client marketing plan and support client skills assessment and professional development.
4. Provide contacts of individuals and companies for informational interviewing or networking purposes in the region. In countries where there is no bilateral agreement, provide information and support on teleworking, home-based business and free lance options, volunteering and continuing education.
5. Maintain regular virtual communication with clients on their participation in the program to provide encouragement and for tracking purposes.
6. Brief in-coming family members posted to or bidding on program participating countries on employment in country.
7. Travel to larger important posts annually to build relationships with the business community, embassy contacts, CLO, and family members and to promote GEI services. May include up to 7 three- day trips which could be combined. Most travel is in the fall months. Countries in region include Jordan, Turkey, United Arab Emirates, Saudi Arabia, Oman, Qatar, and Bahrain.
8. Communicate periodically with Human Resources Officers regarding availability of jobs within the mission, as well as information and requirements of the local labor law, and the work permit process.
9. Coordinate and work with CLO to maximize communication with family members through electronic communication, meetings, orientation program and social activities as appropriate.
10. Administers ongoing marketing program to promote the features and benefits of the program to potential employers and to clients.
11. Produce, edit, or update FLO employment publications/resources as requested.
12. Prepare monthly and other reports, as required.

**Requirements:**

Qualified candidates must be able to work legally in Jordan and fluent in English.

**Knowledge Required:**

- Thorough knowledge of working on the local economy as an expatriate and ability to coach clients concerning local economy work.
- Knowledge of basic cultural differences, especially as these differences relate to the workplace.
- Familiarity with non-government and private sector employment, local and international employment trends, practices, and organization.

**Skills Required:**

- Ability to develop and maintain a network of contacts.
- Skill in writing cover letters and resumes using the latest formats.
- Demonstrated experience designing and delivering training workshops.
- Ability to plan and prioritize work and to work independently with little to no supervision.
- Ability to be a team player and develop strong working relationships with post management, the Community Liaison Officer, FLO, the GEA team, clients, and contacts.
- Ability to use spreadsheets, presentation graphics, word processing and Skype.
- Ability to research job opportunities and contacts through the internet and Linked-In.
- Excellent customer service and problem-solving skills.
- Must be able to market the program to embassy family members and develop and maintain a client base.

**Desired Knowledge and Skills:**

- Ability to communicate effectively in Arabic.
- Counseling/life coaching experience.
- Knowledge of or membership in business associations within the region.

Applicants must apply through the Careers page on Protelligent's website. Click here to apply: <http://www.pro-telligent.com/careers/index.htm>. Please apply by May 25, 2012.